



# TENNESSEE DEPARTMENT OF EDUCATION

## Job Posting

**Position Title:**

Coordinator of IDEA Monitoring

**Reports To:**

Office of Consolidated Planning and Monitoring

**Location:**

TN Department of Education  
710 James Robertson Parkway  
Nashville, TN 37243

**Position Description:**

The Coordinator of IDEA Monitoring is charged with coordinating statewide IDEA monitoring. IDEA monitoring encompasses many programmatic types of monitoring throughout the school year with a focus on improving student outcomes. This position reports to the Director of Monitoring and works as a team member in the Office of Consolidated Planning and Monitoring (CPM).

**Specific Position Responsibilities:**

- Coordinate the review of I.E.P.s throughout the state
- Work with existing contractor on the WBMS system
- Create an RFP for a new contractor to provide an electronic, secure monitoring system
- Coordinate training of CPM Regional Consultants on IDEA program issues
- Stay abreast of best practices in the field of special education
- Assist in coordinating monitoring with other divisions of the TN Department of Education
- Conduct on-site monitoring visits for Results-based monitoring
- Conduct IDEA focus monitoring
- Coordinate statewide monitoring for IDEA discretionary grants
- Solves complex problems creatively by researching new or innovative ways to develop solutions
- Participate in CPM trainings for LEA and state staff
- Other duties as assigned



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### Preferred Qualifications:

- Bachelors in education or a related field
- Experience in special education in the K-12 setting
- Program coordination at a district level or statewide level
- Experience working collaboratively with educators on projects
- Strong communication skills including the ability to provide professional development to diverse groups
- Strong organizational skills, ability to meet project deadlines and work independently

### Salary and Benefits:

The salary for this position is competitive and commensurate with previous experience. This position is based in Nashville.

### To Apply:

Please e-mail a cover letter, resume, and contact information for three professional references to Nina Murphy, [nina.murphy@tn.gov](mailto:nina.murphy@tn.gov). Applications due immediately, position currently available.

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